



**GOVERNMENT OF MEGHALAYA**  
**OFFICE OF THE DISTRICT & SESSIONS JUDGE**  
**WEST JAINTIA HILLS DISTRICT,**  
**JOWAI.**

No:DSJ/WJH/472/DSPC/ 2025/115

Dated Jowai, the 29<sup>th</sup> May, 2026.

**ADVERTISEMENT**

Application is the Standard Form (**offline mode only**), as prescribed in Part-IX of the Meghalaya Gazette, are invited from genuine citizens of India who are desirous to apply as per the terms and conditions of this Advertisement for recruitment to the posts mentioned herein.

Sl No.	Name of Post(s)	No. of Vacancy(s)	Pay Level	Category of Post			Educational Qualification	Requirement
				UR	KJ & G	OST/SCs		
1.	Stenographer Gr-III	1 (one)	Level-8 Rs. 30,300/-	1	00	00	Bachelor Degree from a recognized University with Diploma in Stenography in English	Minimum speed of 80 wpm in Shorthand and Typing Speed of 40 wpm in computer.
2.	Assistant Librarian	1 (one)	Level-5 Rs. 24,700/-	1	00	00	Bachelor Degree or Diploma in Library Science from a recognized University with and proficiency in the use of computer.	
3.	Lower Division Clerk-Cum-Bench Assistant	4 (four)	Level-5 Rs. 24,700/-	1	3 KJ & G	00	Bachelor Degree from a recognized University and proficiency in the use of computer.	
4.	Record Keeper	1 (one)	Level-1 Rs. 17,400/-	1	00	00	SSLC passed from a recognized Board.	
5.	Process Server	1 (one)	Level-1 Rs. 17,400/-	1	00	00	SSLC passed from a recognized Board.	

**Mode of Application:**

- 1) Completed application must be submitted with 2 (two) recent passport size coloured identical photographs, one of which shall be pasted in the space provided in the Standard Form and the other is to be accompanied with the form. The passport size photograph affixed on the application must be self-attested by the candidate in such a

way that some portion of the signature of the candidate lies on the application form and remaining portion of signature shall remain in the photo.

- 2) One self-attested envelope (23cm x 10cm) affixed with postage stamp of Rs. 5/- (Rupees five) must be attached with the filed in application.
- 3) The envelope containing the application form and other requisite documents should be superscribed with the following “**Application for the post of \_\_\_\_\_.**”
- 4) Candidates applying for more than one post should submit separate Application form for each post along with requisite application fee.
- 5) Duly filed-up application in standard form, including Demand Draft deposited Examination fee as shown against each posts as prescribed herein, and addressed to the “***District & Sessions Judge, West Jaintia Hills District, Khliehtyrshi-793150***” should be accompanied with self-attested copies of: (a) Educational Qualification and/or Experience Certificate, wherever required; (b) Caste Certificate; (c) Birth Certificate or any document/certificate testifying the date of birth/age; and (d) Proof of residence- permanent or temporary.
- 6) It is mandatory for the candidates to have acquired the requisite educational qualification prescribed for the post as on the last date fixed for submission of applications.

**APPLICATION WILL BE RECEIVED FROM 1<sup>ST</sup> JUNE, 2026 to 15<sup>th</sup> JUNE, 2026, upto 4:00PM.**

**“NO APPLICATION(S) WILL BE ENTERTAINED THEREAFTER”**

**Payment of Fees:**

1. Applicants are required to pay the fee of **Rs. 300/- (Rupees Three Hundred) only** for **General** and **Rs. 150/- (Rupees One hundred fifty) only** for **SC & ST**.
2. The requisite fee as indicated above is payable by Demand Draft in favour of “**District & Sessions Judge, West Jaintia Hills District, Jowai**”. The Demand Draft should have been drawn on or after the publication of the advertisement. Candidates are advised to keep a copy of the receipt after payment and produced it along with the application form. Candidates must also write his/her name, address and post applied for, on the back of the Demand Draft.
3. No claim for refund of the application fees shall be entertained nor shall the fees be held in reserved for any other examination.

**Age Limit:**

1. Candidates must have attained the age of 18 (eighteen) years and not more than 32 (thirty two) years of age as on the first day of the year in which the advertisement for the post is made. Upper age limit is relaxable by 5 (five) years in case of SC/ST candidates.
2. The date of birth to be accepted by the Recruiting Authority is as entered in the Matriculation/ Secondary School Leaving Certificate or certificate recognized by the Government of Meghalaya as equivalent to Matriculation. Proof other than these, will not be accepted.
4. No age limit for those candidates who are already in service of the State Government provided they entered service within the prescribed age limit.

**Reservation of Vacancies:**

1. As per Reservation Policy of the Government of Meghalaya.
2. Preference should be given to local candidates residing permanently in the District.
3. In respect of the vacancies notified in this advertisement, the method of recruitment shall be as specifically prescribed therein and/or under the Meghalaya District Courts (Ministerial) Service Rules, 2020. However, as far as may be practicable, the final selection/recommendation of suitable candidates shall be made by the Recruiting Authority.

**Instruction to Candidates:**

1. Incomplete/unsigned applications and applicants received without prescribed fee, photograph, attested copies of required certificates, such as educational qualification, caste, experience etc and those application received after the prescribed last date for receipt of application will summarily be rejected without any notice to the candidate.
2. Applicants are advised to apply well in advance without waiting for the closing date.
3. Candidate must appear for Written Examination/ Personal Interview at his/her own expenses.
4. Original Certificates may be sought only from those candidates who qualify for the Personal Interview.

5. The Recruiting Authority shall scrutinize the applications received by it and prepare a list of illegible candidates. As far as may be practicable, after such scrutiny, a “**Proposed/Rejection/ Ineligibility List**” shall be published in the Recruiting Authority’s website as well as in the Notice Board. A candidate is allowed 15 (fifteen) days’ time to file representation against such proposed rejection.
6. Candidates are advised to carefully go through the eligibility criteria prescribed for each post such as educational qualification and age, before applying.

  
CHAIRMAN

**District Promotion and Selection Committee.  
District & Sessions Judge,  
West Jaintia Hills District,  
Jowai.**

**MEMO No:DSJ/WJH/472/DSPC/2025/115-A,  
Copy to:**

**Dated Jowai, the 29<sup>th</sup> May, 2026.**

1. The Registrar General, High Court of Meghalaya, Shillong for information.
2. The District & Sessions Judges within the State of Meghalaya with a request to cause publication of this advertisement in their respective Judgeships.
3. The Deputy Commissioner-cum-Chairman District Selection Committee, West Jaintia Hills District with a request to display this advertisement in their office.
4. The District Employment Officer, West Jaintia Hills District with a request to cause wide publicity of this advertisement.
5. The District Public Relations Officer, West Jaintia Hills District with a request to cause publication of this advertisement in at least 3 (three) newspaper, two of which must be in the Khasi/Jaintia language.
6. ✓ The System Assistant, District & Sessions Court, West Jaintia Hills District who is directed to upload this advertisement in the website immediately.

  
CHAIRMAN

**District Promotion and Selection Committee.  
District & Sessions Judge,  
West Jaintia Hills District,  
Jowai.**